

## POSITION DESCRIPTION

<b>Position title:</b>	Day to Day Living Program Worker		
<b>Program/Team:</b>	Health Team		
<b>Employment type &amp; hours</b>	Temporary part time – 3 days / week (22.8 hours / week) until 30 June 2019		
<b>Award conditions:</b>	SCHADS Award 2010	<b>Remuneration:</b>	TPEO Level 4 Community Service Worker
<b>Working from:</b>	Fortitude Valley		
<b>Reporting relationship:</b>	Program Manager, Health Team		
<b>Qualifying period:</b>	6 months	<b>Last review of PD:</b>	May 2017
<b>Primary purpose of position:</b>	This position works with the Program Coordinator to provide individual support and group activities to young people with significant mental health issues who are experiencing social isolation.		

**SELECTION CRITERIA** - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of no more than two pages in total.

<b>SELECTION CRITERIA</b>	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision and objectives and demonstrated experience working within a strengths-based, harm reduction, and social justice framework.</li> <li>2. Understanding of the effect of mental health issues and isolation on young people, including co-occurring substance use, and barriers to social support.</li> <li>3. A demonstrated understanding of principles of health promotion, wellbeing, and quality of life, and experience in support / health interventions based on these principles.</li> <li>4. Demonstrated self-reflective and critical thinking skills.</li> <li>5. Demonstrated effective communication skills, including strong interpersonal skills and writing skills and the ability to advocate on behalf of others and develop and maintain networks.</li> </ol>
<b>Qualifications, Checks and References (Mandatory)</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in Social Work, Psychology, or Social Sciences or similar experience.</li> <li>• Current driver's license.</li> <li>• Working with Children Suitability Card (Blue Card) / willingness to apply for a Blue Card.</li> <li>• Three relevant references, including most recent manager, if relevant.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in support and health interventions based on Selection Criteria.</li> <li>• Ability to effectively deliver interventions including crisis and brief intervention, group work and activities, and planned intensive support to address mental health issues.</li> <li>• Experience working with young people in case management and group settings</li> <li>• Ability to work as part of a multi-disciplinary team</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible, initiative, collaborative, inclusive, respectful, ethical, accountable.</li> <li>• Commitment to a learning culture and ongoing professional development.</li> </ul>

### KEY RESULT AREAS – Roles and responsibilities

<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provide planned intensive support.</li> <li>• Support the Coordinator to conduct group activities for clients who fit D2DL program criteria, with a focus on creating social connection and building daily living skills, in consultation with staff and young people, including conducting risk assessments.</li> <li>• Work on negotiated goals with clients, as per D2DL guidelines, to deliver a comprehensive and planned service.</li> <li>• Record and report activity, including client assessments, case plans and notes, outcomes achieved and other relevant service information, for accountability and practice reflection.</li> </ul>
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Service operation and development	<ul style="list-style-type: none"> <li>• Support the Coordinator in monitoring and evaluating the Program to maintain and improve service provision and client outcomes.</li> <li>• Support the Coordinator in working towards the NDIS transition of program and individual clients.</li> <li>• Network with other relevant service providers for peer learning and program enhancement.</li> <li>• Promote D2DL through internal networking, including regular feedback from young people, to provide a service responsive to identified need.</li> </ul>
People and Culture	<ul style="list-style-type: none"> <li>• Attend supervision with the Program Manager (at least monthly) to monitor the service and performance.</li> <li>• Participate in team meetings to share knowledge, develop professional practice and improve planning and operations.</li> <li>• Address professional needs through training and other skills development.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Implement administration relating to the service, including accurate records, client files, correspondence and statistics, and financial tracking.</li> <li>• Prepare reports as required.</li> <li>• Maintain accurate and timely record keeping and data collection.</li> <li>• Maintain mandatory reporting in collaboration with the D2DL Coordinator and Program Manager.</li> <li>• Implement relevant service standards to ensure quality service provision.</li> <li>• Undertake any other tasks as required.</li> </ul>

*This Position Description forms part of the performance management framework for the Day to Day Living Program Worker. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Managers Name:</b>		<b>Signature:</b>		<b>Date:</b>	